

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Accounting of Disclosures of Records Made To Persons
Or Entities Outside The Central Intelligence Agency

FROM: Executive Officer,
Office of Medical Services
Room 1D4061 Headquarters

EXTENSION

NO.

OGC 81-04296

DD/A Registry

DATE

5 June 1981

81-1136/7

STAT

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1. Executive Officer, DDA
Room 7D-18 Headquarters

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5 June 1981

OFFICE OF MEDICAL SERVICES

Accounting of Disclosures of Records Made
To Persons Or Entities Outside
The Central Intelligence Agency

The Office of Medical Services releases medical records of current employees, former employees, and unsuccessful applicants to designated physicians, health insurance companies, schools, and government agencies upon official request. Each request is checked and verified for authenticity and must identify the medical facility and address to which the records are to be sent, the specific records to be forwarded, date, printed name and signature of the authorizer, as well as his/her telephone number and date of birth. The specific medical documents are copies and sanitized in order to protect Office of Medical Services and Agency equities. Appropriate cover protocol is followed if indicated. The request and final action becomes part of the subject's Office of Medical Services medical file, and the date the records sent is duly recorded.



Executive Officer
Office of Medical Services

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